



GENERAL PRACTITIONER INFORMATION GUIDE



SUMMARY

We have a vacancy for a hard working and enthusiastic part-time salaried GP (5 to 7 sessions) to join our friendly and supportive Practice located in beautiful North Norfolk.

We pride ourselves on the support given to all staff, especially to new and newly qualified GPs. We are a UEA medical student training practice and help develop registrars (STs). There are likely to be future opportunities for GPs with a keen interest to assist in teaching and training.

The information provided in this guide is intended to help learn more about our Practice. Nothing in this guide will form part of any contract or agreement and final details will be provided in a separate agreement.

JOB SUMMARY

The GP role will be to support the GP Partners and other practice staff to manage a busy, profitable business to clinically benefit the patients in North Walsham and the surrounding villages that we serve.

The GP will be expected to be fully involved by holding clinics, rotational duty GP, dealing with web-mail enquiries, home visits, care home support, dispensary and our Patient Liaison Team staff as required.

Paston Surgery
9 – 11 Park Lane, North Walsham, Norfolk, NR28 0BQ

T: 01692 403015 E: paston.surgery@nhs.net W: <http://www.pastonsurgery.nhs.uk>

AREA INFORMATION



North Walsham is a busy, growing market town in a perfect location! It is surrounded by tranquil and beautiful countryside and just 5 miles from the coast. It is also just 15 miles from the bustling city of Norwich on the B1150. The best of all worlds and providing a great work/life balance!

The marketplace houses a 16th century cross complete with clock. Originally built to collect rent from the market traders, it is a focal point of the town and even today, a market runs on Thursdays and a Farmers Market on the last Sunday of every month, excluding December.

North Walsham has many historical buildings including Paston College where Horatio Nelson, spent his school days between 1768 and 1771. Nearby Bacton Woods has 280 acres of ancient woodland, dating back to Saxon times. The marked trails through the beautiful woodland offers great woodland walks and terrain for mountain biking.

The coastal villages of Bacton, Happisburgh and Mundesley as well as the towns of Holt, Cromer and Sheringham are all a short drive away. Historic buildings and proximity to the Broads National Park makes North Walsham an attractive place to live.



Norwich



Norwich has been a thriving trading city for the last 900 years and for much of that time was England's second city after London. The Cathedral, the Castle, the Royal Arcade and the Forum are all exemplars of high-quality design and architecture across the ages.

Norwich is regularly voted as one of the UK's top ten shopping destinations with several modern shopping centres. In the centre of the city, under a sea of multi-coloured roofs you will find over 200 market stalls selling a huge range of products and services - the largest six-day open air market in England. Most sports are catered for in the City and Norwich is the main commercial and transport link for the county.

The City also has a vibrant mix of theatres, cinemas, arts festivals, exhibitions, museums, numerous pubs, stylish café bars and a vast array of restaurants.

The Broads and surrounding countryside

Within minutes of leaving North Walsham you are surrounded by some of Norfolk's most diverse countryside. Visitors come to the region every year to enjoy boating, picturesque villages and seaside towns. Less than 6 miles away is the coast with many long beaches.



The coastline (an area of outstanding natural beauty) comprises unspoilt beaches, salt marshes, cliffs and flint villages. The Broads are Britain's largest protected wetland with 200km of navigable rivers, woodlands and fens. Enjoy sailing, fishing, cycling, walking and birdwatching in this special place.

We hope you can see why North Walsham is such a great location in which to live ... and work!

PRESENT PARTNERS AND GPs

Dr. Richard Young (Partner)

MA, MBBChir (Cambridge 1988), FRCGP, DRCOG, DFFP
Interests: Family Planning, Menopause, ENT, Minor Surgery

Dr. Anna Malpas-Sands (Partner)

MBBS (London 1995), MRCGP, DRCOG
Interests: Palliative Medicine, Family Planning, Obstetrics

Dr Jane McIntosh (Partner)

MBBS (London 2000), MRCGP, DRCOG
Interests: Child Health, Antenatal and Postnatal care, Mental Health

Dr Rosie Kelly

BSc Hons, MBBS, MRCGP
Antenatal/Postnatal and Child health, Dermatology, Older People medicine

Dr Emma Brandon

MBBS (2008), MRCGP, DRCOG, RMN
Interests: mental health, acute medicine, elderly medicine, obesity management

Dr Pedro Gonzalez

MBBS, MRCGP
Interests: Dermatology, Cardiology

Dr James Rowson

MBBS, MRCGP
Interests: Elderly/advanced care planning

PRACTICE PROFILE



Location

The practice is situated in the centre of North Walsham, on Park Lane and part of the one-way system. Just over 6,700 patients are served in our reasonably affluent town and the surrounding villages.

The town is considered sustainable and therefore set for substantial further growth in this part of Norfolk.

Premises

Our practice is purpose-built and opened in 1985. Due to capacity problems the Practice has started discussion with NHSE about a medium/long term solution.

Practice staff

The Surgery has a total of 12 clinicians plus some regular locums, 5 dispensary staff and 16 support staff. The entire Practice team is very focused and we have good, flexible systems in place.

CQC



Our last full CQC inspection was on 15th November 2018 and Paston Surgery **reviewed on 8th July 2021**.

Our CQC overall rating was “**GOOD**” and we were rated “Good” in **every** Service.

Surgery and Dispensary Opening Times to patients

Monday:	8.30am - 6.00pm
Tuesday:	8.30am - 6.00pm
Wednesday:	8.30am - 6.00pm
Thursday:	8.30am - 6.00pm
Friday:	8.30am - 6.00pm
Saturday:	Closed
Sunday:	Closed

Appointment Times

As well as booking appointments during normal Surgery opening times (above) we do offer a number of other appointments at other times. These are ideal for working people. The appointments may be a telephone consultation with a GP or appropriate Clinician and can be at our Practice or at a “hub” Surgery in North Walsham. Details are provided when booking. Appointments are therefore available as follows: -

Monday:	8.30am – 7.45pm
Tuesday:	7.00am – 7.45pm
Wednesday:	8.30am – 7.45pm
Thursday:	8.30am – 7.45pm
Friday:	7.00am – 7.45pm
Saturday:	9.00am – 11.45am
Sunday:	9.00am – 11.45am

Ethos



You would be joining an established team headed by GP Partners who are committed to caring for patients, developing the practice and supporting education. They are also very keen on maintaining a good work/life balance and keep the opportunity to pursue personal clinical interests. Our current priorities are concerned with improving and extending patient care, reducing admissions to hospital, auditing referrals and remaining profitable and efficient.

Information Technology

We use TPP SystmOne and promote their online services. SMS messaging is increasingly used to communicate with patients. AccuRx suite of applications is used along with MJOG. Pinnacle, other COVID vaccination applications and other standalone applications are used to make daily working easier and more efficient.

Enhanced Services

In addition to standard GMS services, we currently provide the following services: -

24-hour BPs / ECGs	Anti-Coagulation	Atrial Fibrillation	Care Homes
Child Immunisations	Contraception	COVID vaccinations	Diagnostics
DVT	Ear irrigation	Eating Disorders	Flu Seasonal
Hepatitis B	HPV Booster	Improved Access	Injections
Learning Disability HC	Men B	Men ACWY	Minor Injury
Minor Surgery	MMR catch-up	NHS Health Checks	PCV & Men C
PCN services	Pertussis	Phlebotomy	Post-Operative care
Pneumococcal	Ring Pessaries	Rotavirus	Sexual Health
Shared Care Monitoring	Shingles / catch-up	Smoking Cessation	SMI reviews and HC

QOF

YEAR	TOTAL POINTS	MAXIMUM POINTS	% ACHIEVED
2019/2020	559	559	100.0%
2018/2019	557.1	559	99.7%
2017/2018	553.29	559	99.0%
2016/2017	552.54	559	98.8%
2015/2016	557.70	559	99.8%

Demographics

Our patient list is just over 6,700 patients and the Carr-Hill weighted list size is approx. 7,500 patients.

We have following patient age ranges:

- 0 - 20 years 17%
- 21 – 30 years 10%
- 31 – 40 years 10%
- 41 – 50 years 10%
- 51 – 60 years 15%
- 61 – 70 years 15%
- 71 – 80 years 14%
- 81 – 90 years 7%
- 91+ years 2%

We have responsibilities to six local Care Homes and carry out a weekly “ward-round”. This is done with the support of NNPC (see later) Care Home Visiting Team.

We do have house-bound patients needing home visiting. The visits are initially assessed and triaged and then completed on a rotational basis between Clinicians.

Minor Injuries Unit and Walk-In Centre

If the Practice cannot deal with a Minor Injury, we can send patients to the Cromer Minor Injury Unit which can deal with:



- Minor head injuries (with no loss of consciousness)
- Simple wounds and soft tissue injury
- Simple eye conditions, foreign body, corneal abrasions
- Minor burns
- Bites and stings, with no associated complications, or acute reaction
- Simple fractures and fingers that may be broken or dislocated

There is also a Walk in Centre in central Norwich. The Walk-In centre is open 7 days a week from 7.00am until 9.00pm, providing vital back-up to practices

North Norfolk Primary Care (NNPC)

NNPC is a GP alliance for North Norfolk. Formed of nineteen practices where the goal is to make life in general practice enjoyable again and allow Primary Care to realise its true potential for patients.

With an increasing demand across the healthcare landscape it is important to address and identify opportunities for change within Primary Care in North Norfolk.

It is NNPC's role, with the support of the practices to identify these opportunities and take them forward to affect system change. Whilst maximising the opportunities on offer, there is an important consideration towards building greater resilience in Primary Care so it remains a viable service for the future.



The clinical and economic benefits of scale by working more closely (and future possibilities) are exciting for patients, practice staff and Clinicians.

PCN (Primary Care Network)

Our PCN is called "NN2" and made up from practices in Aldborough, Cromer, Mundesley and North Walsham (ourselves and Birchwood). We are currently the Lead Practice in NN2. We are working together on the PCN DES that includes delivery of the COVID vaccination programme.

We have been successful in helping North Norfolk have one of the highest COVID vaccination rates in the Country.

Other Primary Care initiatives

We are always keen to explore ideas and work with colleagues at other practices, NN2, NNPC, Norfolk and Waveney CCG, ICS, Community Nursing, Mental Health, our local hospital (the Norfolk & Norwich University Hospital) and other bodies to improve patient provision now and in the future.

JOB SUMMARY

Job title:	General Practitioner
Contract type:	Permanent. Part-time salaried GP. We are looking for a GP who is flexible with regards to work pattern, ideally 5 sessions per week and including Mondays and Wednesdays. We may consider other working patterns.
Reporting to:	Practice Partners on clinical matters and Practice Manager on administrative issues.
Hours of work:	Days and hours are to be agreed.
Role summary:	<p>The post-holder will be expected to work substantially unsupervised, manage a patient caseload, act as duty GP (by rotation), web mail processing, complete home visits as required and carry out care home support and ward rounds.</p> <p>The post holder will deal with a wide range of health needs in a primary care setting and ensure the highest standards of care for all registered and temporary patients.</p>
Location:	9 – 11 Park Lane, North Walsham, Norfolk, NR28 0BQ
Annual leave:	To be agreed. Bank Holidays will be in addition to leave and pro rata for part-time
Study leave:	Study leave will be by need/negotiation
Benefits:	<p>All benefits will be pro rata and relevant to the role and include: -</p> <ul style="list-style-type: none">• Competitive salary to be negotiated• NHS Pension scheme• Medical defence body subscription• Course fees (up to an annual agreed maximum)



RESPONSIBILITIES

As a small business working within a continuously changing NHS environment, all staff at Paston Surgery are expected to be flexible and adaptable. The following is a guide to included items but should not be taken as a definitive or exhaustive list: -

Clinical


- In accordance with the practice timetable, as agreed, the post-holder will make him/her-self available to undertake a variety of duties including triage, practice consultations, telephone consultations and queries, visiting patients at home, care home visits, checking and processing prescriptions and dealing with queries, paperwork and correspondence in a timely fashion.
- Making professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation.
- Assessing the health care needs of patients with undifferentiated and undiagnosed problems.
- Screening patients for disease risk factors and early signs of illness.
- In consultation with patients and in line with current practice disease management protocols, developing care plans for health.
- Providing counselling and health education.
- Admitting or discharging patients to and from the caseload and referring to other care providers as appropriate.
- Recording clear consultation notes to agreed standards; using computerised templates and read-code system.
- Operating the triage system employed by the practice, working in a fast paced, efficient and exciting environment.
- Collecting data for audit purposes, as required.
- Compiling and issuing computer-generated acute and repeat prescriptions (avoiding hand-written prescriptions whenever possible).
- Prescribing in accordance with the practice's prescribing guidelines, or generically, whenever this is clinically appropriate.
- In general, the post-holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care.



Other Responsibilities within the Practice

- Compliance with all relevant practice policies/guidelines; e.g. prescribing, confidentiality, data protection, health and safety and CQC.
- A commitment to life-long learning and audit to ensure evidence-based best practice.
- Contributing to evaluation/audit and clinical standard setting within the organisation.
- Record consultations to ensure QOF is furthered and Enhanced Service opportunities maximised.
- Contributing to the development of computer-based patient records.
- Contributing to the summarising of patient records and read-coding patient data.
- Attending training and events organised by the practice or other agencies, where appropriate.

Confidentiality

- While seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately.
 - In the performance of the duties outlined, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential.
 - Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.
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Health & Safety

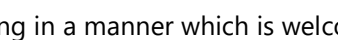
The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the practice Health & Safety Policy, to include:

- Using personal security systems within the workplace according to practice guidelines.
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks.
- Making effective use of training to update knowledge and skills.
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards.
- Reporting potential risks identified.



Equality and Diversity

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- 
 - Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings, priorities and rights.
 - Acting in a way that recognizes the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation.
 - Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues.

Personal/Professional Development

In addition to maintaining continued education through attendance at any courses and/or study days necessary to ensure that professional development requirements are met, the post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development.
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.
- Revalidation, GMC, professional membership, insurance protection, performers list and any other requirements of a GP remain the responsibility of the individual but achieved with practice support.

Quality

The post-holder will strive to maintain quality within the practice, and will:

- Alert other team members to issues of quality and risk.
- Assess own performance and take accountability for own actions, either directly or under supervision.
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance.
- Work effectively with individuals in other agencies to meet patients' needs.
- Effectively manage own time, workload and resources.

Communication

The post-holder should recognize the importance of effective communication within the team and strive to:

- Communicate effectively with other team members.
- Communicate effectively with patients and carers.
- Recognize people's needs for alternative methods of communication and respond accordingly.

Contribution to the Implementation of Services

The post-holder will:

- Apply practice policies, standards and guidance.
- Discuss with other members of the team how the policies, standards and guidelines affect work.
- Participate in audit where appropriate.



PERSON SPECIFICATION

The post-holder should have an interest and enthusiasm in helping the busy practice, leading by example and developing their career in primary health care and general practice. In addition to an interest in continuing professional development, the appointee will demonstrate the following qualities:

- A vocationally trained and accredited GP.
- A good knowledge of and interest in general practice and primary care in a suburban setting.
- Initiative, creativity and motivation.
- Have a collegial team spirit and feel comfortable in a strongly multidisciplinary team environment.
- Able to take a consultative approach to their work, appropriately involving relevant people.
- A proven interest in a disease area and the willingness to take a leadership role on this issue.
- A good working knowledge and interest in national primary care strategies and ideas on how to implement these for the development of the practice.



Skills and experience

- Excellent communication and interpersonal skills.
 - Ability to work as part of a multi-disciplinary team.
 - Ability to work with limited supervision.
 - Understanding of the pressures faced by GPs, NPs and healthcare teams.
 - Willingness to contribute to and participate in a peer support group.
- Current registration with the GMC and appropriate representation from a medical defence organisation.
 - IT proficient and familiarity with primary care clinical systems (the practice uses SystmOne).
 - Proven ability to handle a busy and varied primary care case load.
 - Proven ability to offer support within a clinical team and share learning points in practice meetings.
 - Ability to draft error-free referrals, letters and reports in a timely manner.
 - A good understanding of GMS requirements, the operation of the Quality Outcomes Framework (QOF) and Enhanced Services.

FURTHER DETAILS/HOW TO APPLY

If you would like to find out anything else about the practice or the vacancy, or perhaps arrange an informal visit, please contact David Morter our Practice Manager. He can be reached via email, david.morter@nhs.net, or 01692 403015.

To apply, please send your curriculum vitae and a covering letter/email. In your application letter, please indicate clearly your ideal hours/days and your salary expectation.

Please send your completed application by email to david.morter@nhs.net or by post to: -

Strictly Private and Confidential

David Morter
Practice Manager
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9 – 11 Park Lane
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Finally, thank you for your interest in the vacancy and in our practice.